

The Commonwealth of Massachusetts
Bureau of State Office Buildings
State House, Room 1
Boston, Massachusetts 02133

NEIL R. KILPECK
SUPERINTENDENT

PHONE (617) 727-1100
FAX (617) 727-7700
INTERNET: <http://www.mass.gov/bsb>

EVENTS HELD DURING REGULAR BUSINESS HOURS
(Form B)

Dear Applicant:

Thank you for your recent communication to the Bureau of State Office Buildings requesting the use of the State House during business hours for a function. The application form and associated floor plan must be completed and returned to Room 1 in order for your request to be considered. **Please note that this form must be signed by the contact person as well as the state agency head or elected official.** All applications must be faxed to (617) 727-7700 any individuals requesting use of the loading dock must be listed on the event application, otherwise access will be denied.

This form is enclosed along with the Terms, Conditions And Policies for functions. Completed applications and floor plans for all functions/exhibits held during regular business hours must be submitted at least one week prior to the date requested for the function. You may call in advance (no more than 6 months prior to an event) to check on the availability of space and reserve a date.

Please keep in mind that the State House is first a seat of government and second a historic structure. Therefore, its use for social events can only be considered when its governmental and historical functions are well served. There is a possibility that your function will be considerably altered or relocated with little notice.

If you have any questions regarding these policies and procedures, please contact Suzette Waters, State House Events Coordinator at (617) 727-1100 x35532.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neil R. Kilpeck', written over a horizontal line.

Neil R. Kilpeck
Superintendent

BUREAU OF STATE OFFICE BUILDINGS (FORM B)

State House Function Application: Regular Business Hours

(Events should not be schedule to start before 9 a.m.)

Completed application & floor plan must be received in Room 1 (Fax # 617-727-7700) at least 14 days before the event.

Legislator/Agency Sponsor Name _____

Today's Date _____

Organization Name _____ Contact Person Name _____

Address _____ City _____ State _____ Zip Code _____

Phone # () _____ Number of guests attending _____

Requested Date _____ Requested Time _____

Event Name (required) _____

Event Description (required) _____

Email Address (to receive confirmation) _____

☐ Would you like to discuss accommodations for your event attendees with disabilities

Requested Event Area (check one)

☐ **GREAT HALL**

☐ **NURSES HALL**

☐ **GRAND STAIRCASE**

☐ **GARDNER AUDITORIUM**

☐ **DORIC HALL (Exhibition Only)**

Loading Dock Access

Names and telephone numbers of outside vendors **must** be listed below or vehicles will **NOT** gain access to the loading dock.

Service _____ Contact Name _____ Company Name _____ Telephone Number _____

Caterer _____

Equipment Rental _____

Other _____

Equipment to be furnished by the Bureau (please check)

☐ **Flags**

☐ **Podium**

☐ **Sound System/MIC**

☐ **Trash Receptacle**

☐ **Riser**

(Commonwealth and US only)

Fill in number of each item requested below (available on first come first serve basis)

8' Rectangular Tables _____ 60" Round Tables _____ Chairs _____

By signing below, the applicant agrees to abide by the Policies, Terms and Conditions of the Bureau.

Staff Contact (Organization's Office)/Date

Signature of Legislator/State Agency Head Sponsor/Date

DO NOT WRITE BELOW THIS LINE BSB USE ONLY

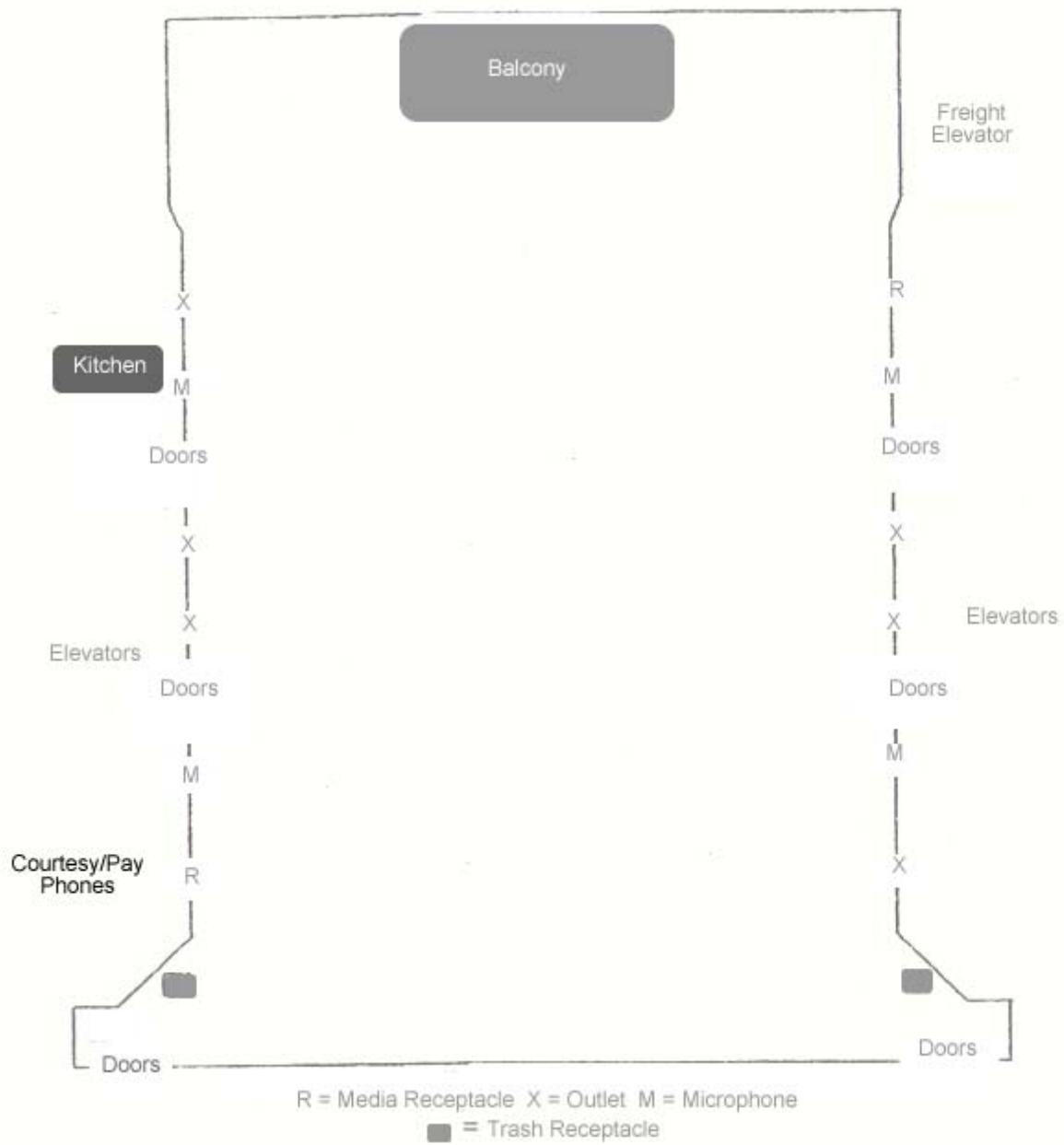
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☐ Conf/Inv

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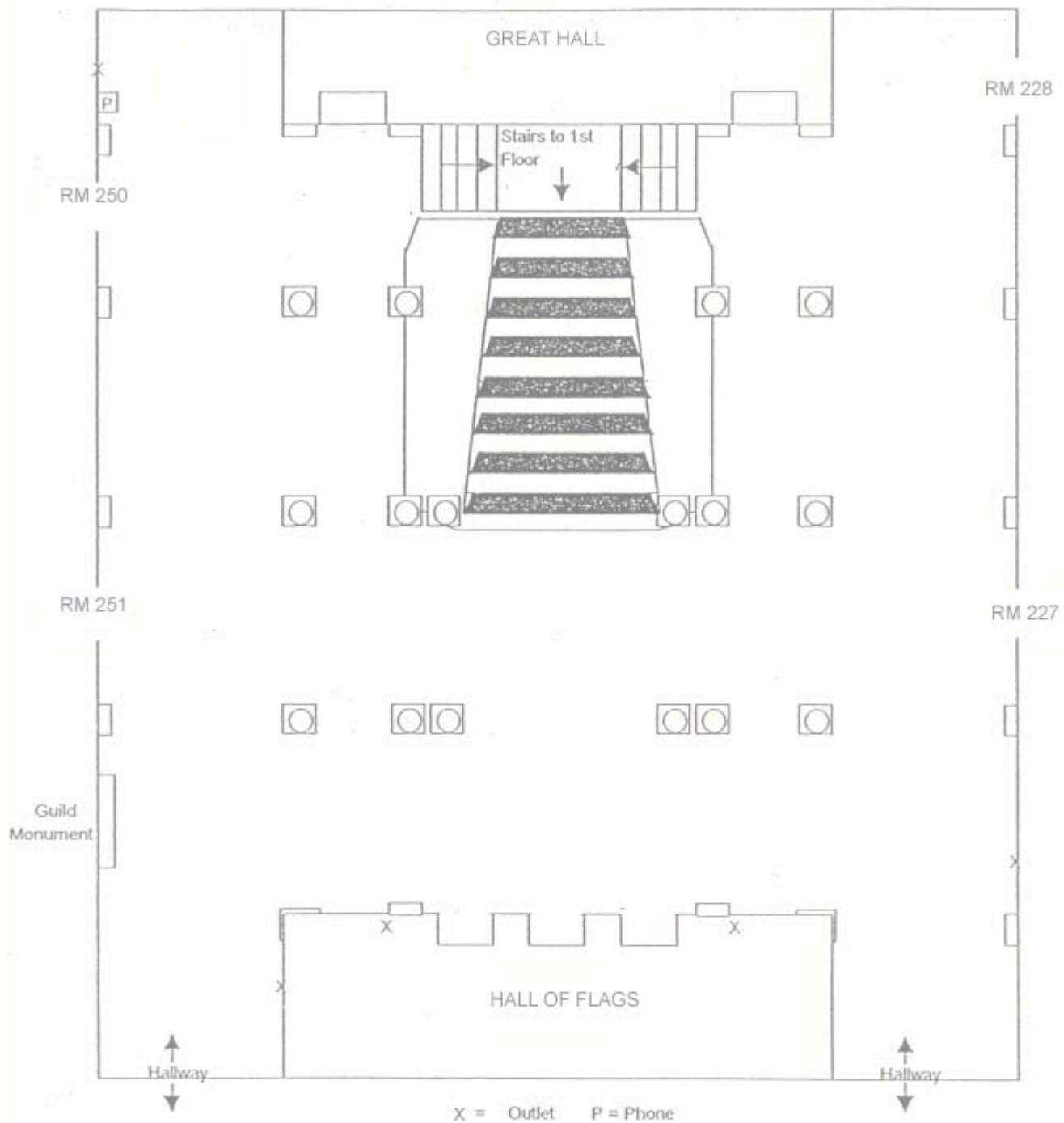
☐ AMR

☐ WR

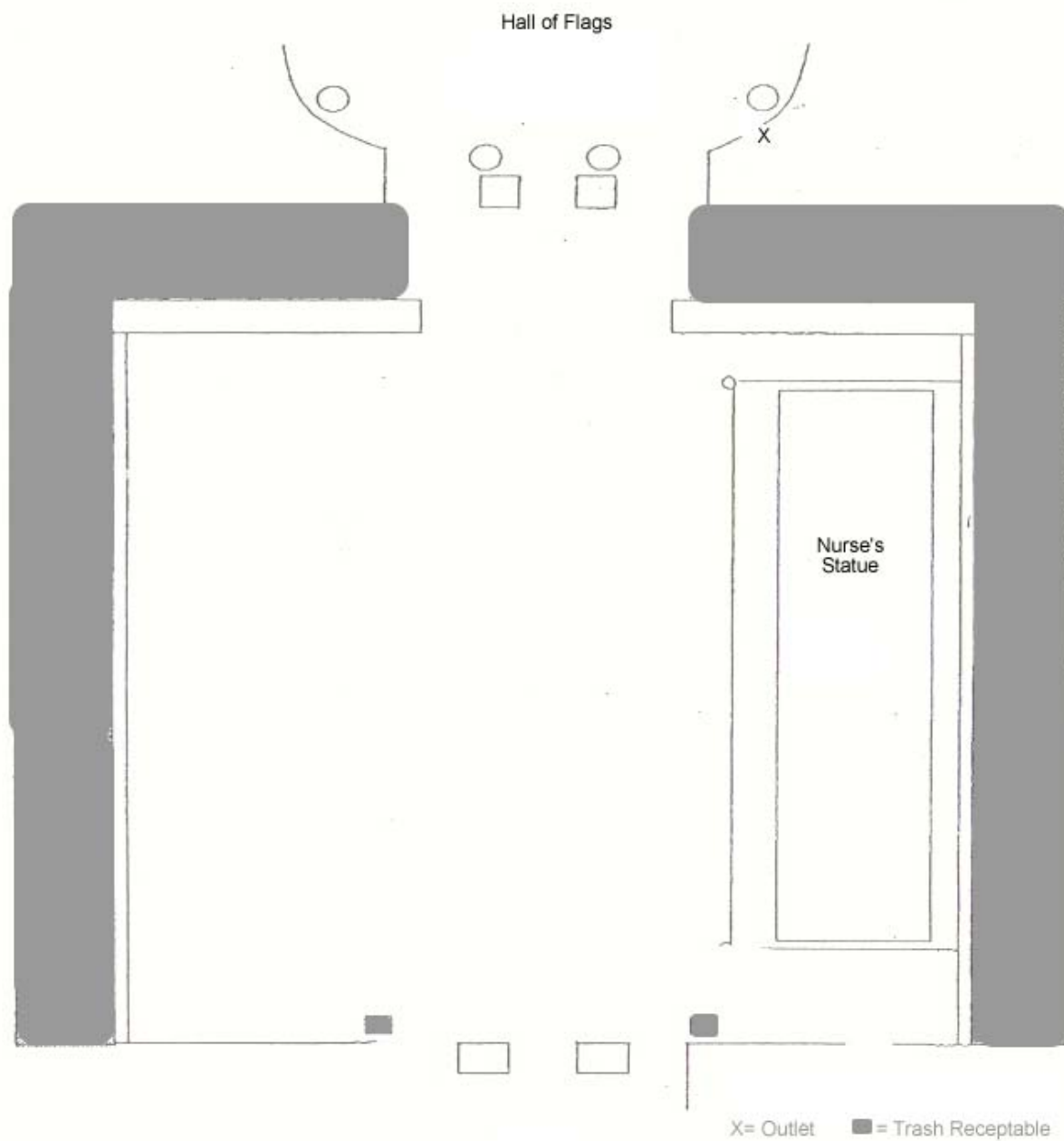
☐ RS



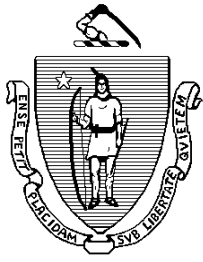
Great Hall



GRAND STAIRCASE



NURSES HALL



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TERMS, CONDITIONS AND POLICIES FOR FUNCTIONS

SAFETY / SECURITY PROCEDURES

1. Functions are limited to selected areas of the second floor of the building and applications for events for more than 750 guests will not be accepted. Room capacities will be strictly enforced.
2. Event/promotion businesses and function coordinators must identify their clients and obtain the signature of an officer of any corporate client on the *after-hours* application.
3. After-hours function entrances/exits are limited to the General Hooker Entrance and the Bowdoin Street Entrance (door #12) or Ashburton Park (door #16)- no exceptions.
4. Function set-ups must not block doorways, staircases, corridors and or any artwork.
5. **OPEN FLAMES** are not permitted (sternos, candles etc.)
6. Guests are not permitted to sit or stand on stairs of the Grand Staircase or on its landing at the top of the staircase itself.
7. Caterers are not permitted to set-up prep tables in the hallways outside of any function space during normal business hours.
8. Balloons are not permitted in any function space.
9. Ice sculptures are not permitted in any function space.
10. Rented function equipment cannot be stored overnight in the State House or on its grounds.

11. Smoking is prohibited in the State House.
12. Food and drink are prohibited in Memorial Hall of Flags, the lobby of the Gardner Auditorium, and the Auditorium itself.
13. Collecting money at functions held at the State House is prohibited (this includes the selling of merchandise, gambling, tipping etc).
14. Event applicants are responsible for providing electrical cords and or power strips, if needed.
15. Handheld signs on sticks are not permitted in or on the grounds of the State House.
16. All after-hours events are subject to additional security personnel. Due to the varying types of circumstances of events, the exact number of additional security personnel and / or State Police Troopers will be determined on a case by case basis by the DCR Ranger Captain, the MA State Police Lieutenant in consultation with the Bureau's Director of Security. Circumstances that may effect the security personnel assigned include but are not limited to the size of the event, whether alcohol is served, any special security issues at the building and the nationwide terrorist threat assessment level. The cost for additional security is the responsibility of the applicant and must be paid directly to the agencies providing the security services a minimum of 2 weeks prior to the event date.

PRELIMINARY MATTERS (additional safety and security rules included)

1. Completed and signed applications (Form B) for the use of the State House for a function to be held during *regular business hours* (9am to 5pm, Monday through Friday) must be submitted at least two weeks prior to the date requested for the function. Floor plans must also be submitted to ensure proper set-up.
2. Completed and signed applications for the use of the State House for a function to be held *after hours* (6pm to 11pm, Monday through Friday) must be submitted at least 30 days prior to the date requested for the function. Floor plans must also be submitted to ensure proper set-up. Upon receipt of the completed *after-hours* application, the Coordinator of State House Events will provide an estimated quote of State House event fees.
3. Upon approval of the application, the State House Events Coordinator will arrange a walk-through of the area with the applicant and caterer. The Superintendent reserves the right to make the final decision to accept or deny any function application.
4. Event space in the State House cannot be reserved anymore than 6 months prior to the desired event date – no exceptions.
5. All events held in the State House require sponsorship from either a State Legislator, Constitutional Officer, Secretariat head or State Agency head.
6. The Bureau does not provide parking for caterers, florists, coat checks, entertainment groups or function attendees.
7. Valet parking is not allowed on any Bureau grounds.

8. The Memorial Hall of Flags is only available to Veterans' groups with special conditions, or for Memorial Services, official Executive business or visits by foreign dignitaries. Access to the Memorial Hall will not be granted during *after-hours* events.
9. Doric Hall is used as exhibit space and is not available for functions.
10. Copies of written, video or audio materials that will be disseminated during or prior to the function must be submitted with the completed application.
11. Legislative hearings may preempt **ANY** event held in Gardner Auditorium. Other event locations are subject to cancellation or change to meet the needs of the Executive Office, Legislature or Constitutional Officers.
12. The Superintendent may at his discretion postpone or cancel any function if the security and safety of the State House, or its occupants or visitors may be compromised or conflict with any security measures in place.
13. Attendees of State House functions during and after regular business hours are required to enter and exit through set checkpoints staffed by security personnel.
14. Attendees of State House functions during and after regular business hours must submit to security screening of themselves and personal affects.
15. Attendees of after-hours functions are limited to the physical space in which the function is reserved. Attendees may not tour the facility.
16. No smoking is allowed in state buildings. Attendees who leave the function for any purpose, including smoking will be subject to screening at the security checkpoint upon re-entry.
17. Any attendee who purposely or inadvertently compromises the security or safety of the building or its occupants will be removed from the function and subject to prosecution.
18. Events are limited to the attendance level requested during the application process. Under no circumstances may the maximum attendance limit be exceeded. Security personnel will shut the door and bar further entrance when the maximum attendance number has been reached.
19. All fees must be paid no less than 2 weeks prior to the event, with no exceptions. The Coordinator of State House Events may cancel any event not paid in full by the payment deadline.
20. The legislative sponsor or a member of his/her staff must be available and directly involved with the set up of all events and be in attendance during the event.
21. Activities in support of political candidates or ballot questions are not permitted on any Bureau grounds.

22. Alcohol may not be served in any function area prior to 6:00pm.
23. No animals are allowed within the State House. The only exception is working service animals.

SETTING UP THE FUNCTION

1. The applicant may park no more than one vehicle at the loading dock at any time for the purpose of unloading. As each vehicle is unloaded, it must be **removed** and parked at the applicant's expense. Any vehicles requiring access to the loading dock must be listed on the application. The loading dock is open for daytime function access from 8am to 6pm, Monday through Friday and is available for after-hours function access from 4pm to midnight, Monday through Friday.
2. The applicant must not use the passenger elevators to transport function materials. All equipment, displays, trash, etc. must be transported in the freight elevator.
3. Food preparation may occur only in the kitchen on the second floor. The applicant is prohibited from setting up temporary ovens, microwaves, etc. in the corridors or other halls during daytime events.
4. **NO OPEN FLAMES** are permitted in the State House (this includes sternos and candles). Electric warmers are recommended for keeping food warm.
5. The applicant may not set up buffet and/or other food service tables in the corridors, between the fire doors on either side of the Great Hall, or in front of any staircases on the second floor during normal business hours.
6. The applicant must not set up buffet or other tables, decorations including display panels, plants, drapery or vertical displays along any wall containing artwork (including wall plaques).
7. Coat racks may only be placed in the Great Hall, Nurses Hall, Bartlett Hall or the Grand Staircase.
8. The applicant may only set up information tables in function areas located on the second floor. No information and or food tables are permitted in the corridors of the building.
9. Food/drink is not permitted in the lobby of the Gardner Auditorium or in the Auditorium itself.
10. Food/drink is not permitted in Memorial Hall at any time.
11. The caterer must provide an adequate number of workers to ensure that glassware, dishes and trash are cleaned up and removed during and after the event.
12. The event applicant or caterer must provide linens for all tables.
13. All event signs must be posted on bulletin boards or easels- any signs posted on walls, columns, etc. will be removed by building staff.
14. Hand held signs on sticks are not allowed anywhere in the State House or on its grounds.

CLEAN UP

1. The applicant will be responsible for the entire cleanup of the function space(s), and kitchen area.
2. All function related equipment and materials must be removed by the end of the event. **NO** overnight storage is permitted in the public areas of the State House.

LIABILITY

1. By signing the application, the applicant and its sponsor accept the responsibility to indemnify the Commonwealth against any claims for casualty liability.
2. The Commonwealth does not assume responsibility for any property brought to the State House for any function.

INSURANCE (required)

1. General Liability Policy of not less than \$500,000 - Combined Single Limit for bodily injury and property damage
2. Liability Coverage of \$500,000 for damages to public property
3. Liquor Liability Policy for not less than \$500,000 (*applies to after-hours events only*)

ROOM CAPACITY (strictly enforced)

Great Hall	Seated – 240 guests Standing – 400 guests
Grand Staircase	Seated – 100 guests Standing – 250 guests
Nurses' Hall	Seated – 50 guests Standing – 100 guests
Gardner Auditorium	Seated – 600 guests